



**INVITATION TO BID**

December 22, 2014

The Little Traverse Bay Bands of Odawa Indians, a federally Recognized Indian Tribe, invites your business to submit a Bid for Librarian Services.

Included with this letter are:

- 1.) Provisions governing this ITB.

Thank you for your interest.

Sincerely,

Mandy Szocinski  
Accounting

## I. BIDS DUE

- A. All bids must be received by Mandy Ragland in the Accounting Department by **January 15, 2014** no later than 4:30pm prevailing local time.
- B. Bids will be accepted in the following four methods:
  - 1. In person: Accounting Department, 7500 Odawa Circle, Harbor Springs, MI 49740
  - 2. By Fax: 231-242-1449
  - 3. By E-Mail: [mszocinski@ltbbodawa-nsn.gov](mailto:mszocinski@ltbbodawa-nsn.gov)
  - 4. U.S. Mail to: Little Traverse Bay Bands of Odawa Indians  
Attn: Mandy Szocinski  
7500 Odawa Circle  
Harbor Springs, MI 49740
- C. Any questions regarding the bid process may be directed to Mandy Szocinski, at 231-242-1439.
- D. All bids will be reviewed in the Accounting Department, 7500 Odawa Circle, Harbor Springs, Michigan on **January 16, 2014**.

## II. SCOPE

- A. Available to work eight (8) hour per week.
- B. Enhance and maintain the LTBB cultural Library, including e-library.
- C. Provide customer service to patrons and answer reference questions
- D. Collaborate with other departments, community agencies and network with other Tribal librarians
- E. Cataloguing, labeling, shelving all library titles
- F. Prove upkeep to shelving system
- G. Maintain online database for library catalog
- H. Library website and database management
- I. Providing a cataloging and inventory of all library titles
- J. Ordering of all material and products for the library.

## III. QUALIFICATIONS OF CONTRACTOR,

- A. Must have BA in related field.
- B. Must have three (3) years of library experience or Masters of Library and Information Science or combined three (3) years of library experience and in progress graduate degree.
- C. Must have basic computer skills.
- D. Must be familiar and have used SURPASS software.
- E. Must be Familiar and have used Overdrive Software

## IV. SPECIAL CONSIDERATIONS OF CONTRACTOR

- A. A Native American Preference shall apply.
  - 1. Citizens of the Little Traverse Bay Bands of Odawa Indians,
  - 2. Citizens of Other Federally Recognized Tribes, as certified by the Bureau of Indian Affairs
- B. Special consideration shall also be given to firms proven to be minority owned and/or classified as small business, see item 4 of "Bid Package" submittal for documentation needed.
- C. Past performance and references will be taken into consideration.
- D. Experience working with Indigenous communities.
- E. Experience with IMLS granting

## V. CONTRACT AWARD

The LTBB Contracts Personnel, the LTBB Education Director, Grant Compliance Officer and the LTBB Tribal Administrator will evaluate the bids and make a decision to award the contract to one or more of the most responsive, responsible bidder(s) having proven experience in duties as described above in Section II. Native American Preference shall apply.

LTBB may make a determination that the rejection of all bids is in the best interest of LTBB. LTBB will not pay for any information herein requested, nor is it liable for any costs incurred by the bidder.

## BID PACKAGE

Contractors must submit a response in the form of a bid that includes the following sections:

- A. TRANSMITTAL LETTER – This letter is to be a brief letter, addressed to Mandy Szocinski,
  - Name, address, telephone number, and email of the contact person including the signature, typed name and title of the individual who is authorized to commit the contractor to the proposal
- B. BID
  1. Introduction
    - a. Profile including qualifications.
    - b. List of References
  2. The total fixed price hourly rate for services for the Contract term as noted in Section II of this invitation.
  3. Work Plan – describe in detail the tasks, timeline and deliverables to complete the project as it relates to the Scope of Services. Include equipment and/or technologies to be used
  4. Documentation Required for Preferences Listed in Section IV—All things being equal, the following types of firms would receive special consideration, in the award of this contract:
    - Indian Owned— Indian owned is defined as, at least 51% Indian owned & controlled by person(s) of certified (federally recognized) Native American heritage; SBA or Tribal certification required.
    - Minority Owned— Minority owned is a firm that is at least 51% owned and controlled by a minority and so documented; SBA 8-a certification required.
    - Small Business— Small business for this purpose is firm doing less than \$2 million annually as verified by gross receipts, SBA certification required.

### Scoring Criteria for Librarian Contractor (100 total Points Possible)

1. Experience working with of IMLS granting
2. Experience working in a Indigenous Community
3. Experience with SURPASS Software
4. Experience with Library website and database management
5. Experience with Overdrive Software
6. Price Per Hour

Point Value for questions 1-5: less than 6 months = 0, 6 months – 1 year = 2, 1-3 years = 5, 3-5 year = 7, 5-7 years = 10, 7-10+ years = 15

Point Value for questions 6: lowest bidder = 25, next lowest bidders = 15, middle bidders 5, highest bidder = 0

